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## **BCIS I Second Semester Review**

**Match the task to the software below:**

A. Word      B. Excel      C. Access      D. PowerPoint      E. Publisher

  D   1. I have been asked to prepare a presentation over Egypt that will involve multiple slides of photos.

  B   2. I have to create a grade book, calculate averages, and then graph the results.

  C   3. The student council sponsor has requested that I create a student directory on all of the students that attend THS and include name, address, phone #, and then sort the list alphabetically by last name for publication.

  A   4. My instructor has asked me to type a report about the American Hopi Indian tribe.

  E   5. My boss wants me to prepare an invitation for the Christmas party.

**Access:**

**True/False**

  T   6. After entering records in a table, you must save the changes.

  F   7. You can only create one query per database.

  F   8. In a table, a record appears as a column.

  F   9. The Undo button will reverse all the changes you have made in a record.

  T   10. A query can be created manually or by using one of the Query Wizards.

  F   11. To filter and sort at the same time, you add the information for both to the same filter window.

  F   12. The Sort Descending button sorts records from smallest to largest.

  F   13. It is difficult to import and export data between applications in Microsoft Office.

  F   14. After creating a report, you do not need to save it.

  T   15. A field contains a specific piece of information within a record.

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16. As with a spreadsheet, the intersection of a row and a column is called a **cell**.
17. A **table** stores data in a format similar to that of a worksheet.
18. To modify the design of a table, you must be in **design** view.
19. A table can be logically connected to another table by defining a **primary key**.
20. The **filter by selection** filter allows you to highlight a value or part of a value in a field as the criteria for the selection.
21. What is the data entered into a field called? **entry**
22. Which of the following is NOT an example of an Access object?  
(a) report (b) query (c) form **(d) toolbar**
23. A **mail merge** letter is a word processor document that uses information inserted from a database in specified areas to personalize the document.
24. A **query** allows you to combine criteria to perform complex searches.
25. The **tool box** has tools that you can use to modify reports in Design view.
26. What does a query do? **It pulls data from one or more tables based on certain criteria**
27. The **objects** bar lists the types of database options.
28. You can choose a **layout** when creating a form to personalize it.
29. To create an input mask, you must first open the table in **design** view.
30. Which view must be selected to view your database information? **datasheet**

### **Desktop Publishing:**

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31. To create a newsletter in word, open the \_\_\_\_\_ **format** \_\_\_\_\_ menu and choose \_\_\_\_\_ **columns** \_\_\_\_\_.
32. The process of combining text to create attractive documents is called \_\_\_\_\_ **desktop publishing** \_\_\_\_\_.
33. Lines placed around text for emphasis or decorations is called \_\_\_\_\_ **borders** \_\_\_\_\_.
34. Adding gray or colors to emphasize text is called \_\_\_\_\_ **shading** \_\_\_\_\_.
35. The box that appears around a graphic when you select it is called \_\_\_\_\_ **selection rectangle** \_\_\_\_\_.
36. Graphics that are already drawn and are available for use in documents are called \_\_\_\_\_ **clip art** \_\_\_\_\_.
37. To insert a pyramid into a document, you would open the insert menu and choose \_\_\_\_\_ **diagram** \_\_\_\_\_.
38. The small squares that appear on the selection rectangle that allow you to size a graphic are called \_\_\_\_\_ **sizing handles** \_\_\_\_\_.
39. Newspaper columns should be \_\_\_\_\_ **justified** \_\_\_\_\_.
40. The drawing tools in Microsoft Word allow you to draw \_\_\_\_\_ **squares, stars, and arrows** \_\_\_\_\_.
41. When you want text to go around an image, this is referred to as \_\_\_\_\_ **text wrapping** \_\_\_\_\_.
42. When the starting letter is larger than the other letters in the column, this is referred to as a \_\_\_\_\_ **drop cap** \_\_\_\_\_.

### **Publisher:**

43. Publisher is a \_\_\_\_\_ **desktop** \_\_\_\_\_ publishing program.
44. Software used to create flyers, etc is called \_\_\_\_\_ **publisher** \_\_\_\_\_.
45. Publisher contains hundreds of predesigned \_\_\_\_\_ **templates** \_\_\_\_\_ that you can use as the basis for professional-looking projects.
46. Predesigned templates in Publisher are called \_\_\_\_\_ **design set** \_\_\_\_\_.
47. Which of the following can be created in Publisher?  
(a) Brochures (b) Posters (c) Business cards **(d) all of the above**

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48. Which of the following items would you most likely **not** create in Publisher?  
(a) business cards **(b) bar graphs** (c) party invitations (d) brochures

49. You can use the \_\_\_\_\_ **blank publication** \_\_\_\_\_ to create a document from scratch.

### True/False

F 50. When creating a brochure in Publisher, the program allows you to input text and graphics only on one side of the document?

T 51. Grouping objects together allows you to work with several objects as they were one.

### Employment Unit:

52. When you have completed your interview, you should always **send a thank you letter**.

53. On a resume, the first category should be your **objectives**.

54. A resume would contain all of the following except:  
(a) education (b) work experience (c) interests and activities (d) date of birth

55. On a resume, the last category should be **skills**.

56. A resume should contain at least **three** references.

57. A letter that gets a reader's attention and is attached to a resume is called a **cover letter**.

### True/False (Bubble in **A** for true or **B** for false)

T 58. Write a thank you note after every interview

F 59. You should fill out a job application and sign it in pencil.

F 60. You should fill out a job application and sign it in pencil.

T 61. The main purpose of an interview is to convince an employer to hire you.

T 62. You should start your cover letter with an attention grabber like a question or quote.

F 63. It is okay to lie on a resume.

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\_\_\_T\_\_\_64. An example of a reference is a teacher.

\_\_\_T\_\_\_65. You should arrive at least **15** minutes early for your interview.

\_\_\_T\_\_\_66. A cover letter contains an enclosure notation.

\_\_\_T\_\_\_67. Learn as much as you can about the job, the company and its products/services before you go to an interview.

\_\_\_T\_\_\_68. Good questions impress an interviewer as much as good answers.

69. Which of the following are important in an interview?

(a) eye contact (b) shaking hands (c) accurate answers **(d) all of the above**

70. Tell me about yourself is an opening question for you to talk about  
\_\_\_\_\_ **your attributes and skills you can bring to the company** \_\_\_\_\_.

71. If you wish to bring up pay during an interview, you should bring up this topic at the \_\_\_\_\_ **end** \_\_\_\_\_ of the interview.

72. A common interview question is, **where do you see yourself in 5 years.**

73. You should dress for an interview in \_\_\_\_\_ **slacks, skirt, dress** \_\_\_\_\_.

### **Photo Story:**

74. Photo Story will accept pictures from a \_\_\_ **file** \_\_\_\_\_,  
\_\_\_\_\_ **scanner** \_\_\_\_\_, and \_\_\_ **camera** \_\_\_\_\_.

75. The number of pictures I can put in a frame in Photo Story unlike PowerPoint is \_\_\_\_\_ **one picture** \_\_\_\_\_.

76. The \_\_\_\_\_ **transitions** \_\_\_\_\_ makes the pictures come in different ways on the screen.

77. To record my voice in a Photo Story, I would need to use a  
\_\_\_\_\_ **microphone** \_\_\_\_\_.

78. If I wanted to make a presentation much like a movie, I would use  
\_\_\_\_\_ **Photo Story** \_\_\_\_\_.

79. If the pictures come in too blurry, you may need to make them  
\_\_\_\_\_ **smaller** \_\_\_\_\_ so they are clearer.

80. A Photo Story video **cannot** be \_\_\_\_\_.

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- (a) sent to someone in an email (b) saved for playback on a Pocket PC  
(c) saved for playback on your computer **(d) none of the above**

81. If you did not specify a location when saving your Photo Story it will most likely save to **my documents**.

### True/False

**T** 82. When saving your Photo Story you should save two copies of your presentation, one for editing and one for presentation.

**F** 83. Photo Story can be downloaded for \$19.99 from the Microsoft website.

**T** 84. You can get music from another source or use Photo Story's provided music in your show.

### PowerPoint

85. Which item in design view allows you to create a drop-down menu?  
**(a) look up wizard** (b) input mask (c) text (d) format.

86. A presentation can include which item?  
(a) text (b) graphics (c) multimedia **(d) all of the above**

87. A **presentation** is made up of a group of related slides.

88. You can choose which option when printing your presentation under the print what section? **slide, notes pages, and outline view**

89. What controls the formatting for all of the slides in a presentation? **slide master**

90. To rearrange your slides what view should you be in? **slide sorter view**

91. When clicked, a hyperlink can \_\_\_\_\_.  
(a) Take you to another slide (b) Take you to another file (c) Take you to a Web Page  
**(d) All of the above**

92. To change the layout of a slide you must select **slide layout** in the format menu.

93. Which view displays your slides on the top of the page with the speaker notes for each slide in the Notes pane on the bottom of the page? **notes page**

94. To give your audience member printed copies of your presentation, select Handouts under **print what** in the Print dialog box

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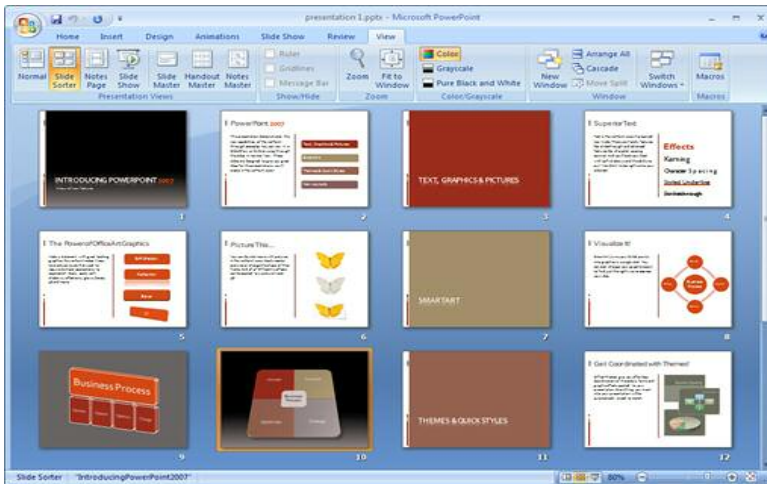
95. An effective presentation should be \_\_\_\_\_ **consistent, error free, visually appealing** \_\_\_\_\_.

96. To change the fill color, you must click the \_\_\_\_\_ **fill color** \_\_\_\_\_ button on the toolbar?

97. The \_\_\_\_\_ **slides** \_\_\_\_\_ tab displays your slides as small pictures or thumbnails.

98. Bulleted lists are often used in slide presentations because they \_\_\_\_\_ **let you present information in short, readable sections** \_\_\_\_\_.

99. This presentation is in \_\_\_\_\_ **slide sorter** \_\_\_\_\_ view.



100. Identify the Notes Pane. \_\_\_\_\_ **C** \_\_\_\_\_

